

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

10 January 2011

MEMORANDUM FOR Members of the Active or Retired California National Guard or Active Members of the California State Military Reserve

SUBJECT: State Active Duty **Open** Vacancy Announcement 2011-03 – Expires: 8 April 2011

1. The Military Department is accepting applications for Term State Active Duty position indicated below. This vacancy announcement expires **8 April 2011** unless sooner rescinded and the Order of Merit List expires on **8 July 2011**; interested applicants should file their application at the earliest possible date. ***Soldiers/Airmen selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-5.*** Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding.

2. This announcement has minimum requirements. Failure to comply with any of these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement.

- a. **TITLE AND PAY GRADE:** Squad Leader (SAD E-5)
- b. **EMPLOYMENT LOCATION:** Grizzly Youth Academy, Camp San Luis Obispo, CA
- c. **PROJECTED EMPLOYMENT DATE:** Open Announcement
- d. **SELECTING SUPERVISOR:** Commandant, Grizzly Youth Academy

Due to the current hiring freeze, this announcement will be used only to develop an Order of Merit List (OML) for consideration upon the lifting of the freeze if prior to OML expiration date. This announcement is subject to the Availability of Funds and Continuation of the Program.

3. The basic qualification requirements are:

- a. **Military:** Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-4 through E-6 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant. High School graduate or equivalent. ***Attach documentation to support this requirement.***
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant. Duty assignments that demonstrate experience with Squad Leader assignments are desired.
- d. Must be able to pass both State and Federal background checks. Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

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e. Communication Skills: Ability to effectively communicate orally and in writing. Applicants may be asked to produce a short, handwritten report during the interview process.

f. Applicants must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Applicants must have a military affiliation per Para 4-2a of CA ARNG 600-1/ANGI 36-2601. **Retired members must submit a copy of their retirement orders, DD Form 214 or NGB Form 22. All others must submit written verification from their unit verifying their military status.**

h. Applicants must possess a valid state driver's license. **Submit a copy of your current driver's license and Department of Motor Vehicles printout.**

i. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

j. **The Grizzly Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.**

4. Desirable qualifications include:

a. Possess or be willing to apply for the California Special Subject Teaching Credential for Basic Military Drill.

b. Experienced in performing the duties of a military Squad Leader in charge of a Squad, or equivalent element, either in the National Guard or on active duty.

c. Experienced in working with youth.

d. Training or education in human relations, equal opportunity or human awareness.

5. Principal duty functions:

The Grizzly Youth Academy Squad Leader performs the following duties:

a. Supervises and serves as mentor for up to 50 cadets per Platoon.

b. Provides leadership, counseling, technical guidance and support to cadets in educational, vocational, physical training, mentoring, computer technology, job placement, community service, and leadership programs.

c. Provides professional support to peers, superiors and subordinates in the accomplishment of assigned duties and responsibilities.

d. Maintains a high level of physical training activities and other strenuous training activities.

e. Possesses a strong understanding and ability to instruct Drill and Ceremonies as outlined in FM 22-5.

f. Performs other duties as assigned.

6. Service Members selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance

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Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting MSG Dorothy Love at (916) 854-3816 or DSN 466-3816. Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on Friday, 8 April 2011. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to dorothy.love@us.army.mil. Submit T10 orders with e-mailed documents.

FOR THE ADJUTANT GENERAL:

Mirtha Younger (10 Jan 11)

MIRTHA YOUNGER

Major, USAR Retired

Deputy Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.

Have you completed and signed the application form?	
Have you attached certification of your highest level of civilian education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your valid California driver's license and DMV printout?	
Have you, as a Retiree , attached a copy of your retirement orders, DD 214, or NGB 22?	
Have you, as a SMR , attached a copy of your orders or other validating documentations?	